

CONFIDENTIAL

January 25, 1955

MEMORANDUM

TO:

SUBJECT: Projects 2-319-E and 3-321-E

(R0#6)

(R0#7)

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
DECLASSIFIED
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REVIEWER: 037169

Our latest status report summarizes the progress on projects 2-319-E and 3-321-E up to 15 January 1955. In this report was included the total number of cards transcribed, typed, coded and punched, and the rate at which transcription, typing, etc. was progressing. It now appears that within two or three weeks we will have completed transcribing the material for all manufacturers catalogs now on hand; however, it is doubtful that typing and punching the cards will have been completed by the contract termination date unless additional effort is placed on typing. It has been impossible to accelerate typing rate so far because of a shortage of blank cards; an adequate number of cards for card completion has been on order for nearly a month, but delivery is not expected before February 3rd. After February 3rd, it would be possible to put additional typists on the project in order to complete typing of all transcriptions by the presently scheduled termination date.

Because of the rapid rate at which the card catalog has progressed in the last two months, it has not been possible to maintain a complete cross check which would assure complete accuracy of transcriptions and assure that all pertinent information contained in the manufacturers catalogs has been transcribed. Therefore, it is considered advisable that a considerable amount of effort be expended in conducting a fairly complete check of the card catalog as to accuracy and completeness. Further, it is considered advisable to survey some of the more important magazines which list new equipment development in order to determine what equipment has been developed in the last 12 months or so which may not be included in the index; some of the manufacturers catalogs were obtained early in the contract, consequently, some of the information may be obsolete because of model changes or discontinued manufacturing, and some new items may not be included.

Since we are now using only full time personnel on these projects, we feel that it would be better to continue to use these people rather than to augment the project with part time personnel just in order to meet the present contract termination date. It is felt that the accuracy and completeness of transcriptions, typing, etc. will be considerably greater using full time employees and that transcriptions, typing, etc. can be accomplished at a considerably lower cost. Therefore, we recommend that the contract termination date be extended to 1 June 1955. This would assure adequate time for completion of the index, for a reasonably complete cross check of the index for accuracy and completeness and for obtaining additional catalogs that have become available in the past few months. It would also allow adequate time for the manufacture of card index file cabinets, vibration tables, etc. as you may desire, without necessitating procurement or fabrication on a "crash" basis.

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The Handbook which describes the card index and its use will be prepared on Multilith masters. Upon receipt of your approval of the rough draft as amended that you now have, the Handbook will be reproduced in as many copies as you desire. Since the cost per copy does not increase appreciably until more than 100 copies are required, it is suggested that you reconsider the total number of copies required (now specified as a total of 10).

No firm recommendation should be made at this time regarding the future of these projects beyond 1 June 1955. Probably by March 15 this subject should be discussed between [] personnel and your office. It would appear that maintaining the card index in such a way that the information would be current and that obsolete items would be removed, would require not more than one man full time, and probably not more than one man on a half-time basis. Therefore, it may be economically desirable for this work to be performed by []. Possibly your office would consider maintenance of the file by personnel of your own organization.

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It is considered that the balance of project funds of \$18,069.80 (for both projects) as of 15 January 1955 is adequate to support extension of the existing contract to 1 June 1955. Current expenditures on the project are of the order of \$500 to \$600 per week. It is not expected that the rate of expenditure will exceed \$3000 per month for direct labor and overhead charges. The cost of purchasing or fabricating file boxes for the card index may, of course, cause an expenditure of over \$3000 in some cases.

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